

**ITMC Council Business Meeting
August 6, 2014**

Attendees

Department of Justice
Office of Public Instruction
Department of Natural Resources and Conservation
Public Employees Retirement
Department of Revenue
Teachers' Retirement System
Department of Agriculture
Department of Commerce
Department of Environmental Quality
Department of Public Health and Human Services
Public Service Commission
Department of Fish, Wildlife, and Parks
State Library
Montana Arts Council
State Fund
Department of Labor and Industry

Joe Chapman
James Gietzen
Bill Anker
Dave Swenson
Tim Bottenfield
Rick Bush
John Dayton
Larry Krause
Dan Chelini
Stuart Fuller
Ousmane Loum (online)
Dustin Temple (online)
Evan Hammer
Kristin Burgoyne (online)
Stacy Ripple (online)
Kim Moog

Guests

DOR – Christie McDowell, Supreme Court – Tammy Peterson, Northrop Grumman – Veronica Lamka, State Financial Services Division – Ed Glenn, Oracle - Kevin Babson, Patricia Tueller – Oracle, Pitney Bowes Software – Phillip Nelson, Channing Quist – Oracle, IBM – Doug Lhotka, CompuNet, Inc. – Adam Kopczuk, Stacie Brown – Pure Storage, Carol Carnn – Pure Storage, SMI - Andrea Keno, DPHHS – Chris Gleason, DPHHS – Mary Gilbert, DOA – Chris Bacon

Real Time Communication (online)

DEQ - Jerry Steinmetz, DOC – Sue Leferink, DEQ – Michael Jares, Ravalli County – Joseph Frohlich, DOA – Aaron Jaques, SITSD – Barry Bass, SITSD – Don Grinsell, DLI – Judy Kelly, Central Office – Jonathan Straughn, SITSD – Irv Vavruska, MDT – Byron Molyneaux, SITSD – Keith Lavender

SITSD Attendees

Tammy LaVigne, Carol Schopfer, G. Scott Lockwood, Tom Murphy, Kyle Hilmer, Cheryl Pesta, Penne Cross, Maris Cundith, Matthew Hosking, Audrey Hinman, Brett Boutin, Sean Rivera, Wes Old Coyote, Tyler Weingartner and Rhonda Lil Haight

Welcome and Introductions – Larry Krause, Chair

- Approval of June minutes

Order to Continue

- Please read

Operating Procedures

- Highlights
 - The 2014-2016 council is comprised of eight IT professionals including a local government representative, six at large members, and the State Chief Information Officer. These members, appointed by Department of Administration Director, Sheila Hogan, will serve a two year term commencing on July 2, 2014 and ending on June 30, 2016.
 - The Council exists to provide advice to the Department of Administration, State Information Technology Services Division herein referred to as “SITSD” concerning the technology needs of state agencies on a wide range of technological issues within state government. In striving to provide suitable advice to the Department, the council may undertake the following activities:
 - gather information, review opportunities, review issues and provide advice to the State CIO;
 - actively support planning and governance efforts of the Information Technology Board;
 - actively participate in enterprise information technology policy and standards review processes;
 - actively participate in state and agency IT strategic plan development, implementation, measurement and continual improvement;
 - meet regularly to provide an opportunity for free exchange among information technology professionals on subjects of common interest and concern; and
 - provide a forum for maintenance of the state's technical staff resources through continuing education, career development, and sharing ideas and resources.
 - To preserve continuity from one council term to the next, the FYE 2014 council's then vice-chair will become the chair for the newly established council. ITMC meetings will be facilitated by the chair who will serve for one year in this capacity, and in the second year serve as a member at large.
 - Members at Large
 - Ron Baldwin, State CIO
 - Chris Sinrud, Local Government Representative
 - Larry Krause, Department of Commerce - Chair
 - Tim Bottenfield, Department of Revenue – Vice
 - Kim Moog, Department of Labor & Industry
 - Lisa Mader, Supreme Court
 - Mike Bousliman, Department of Transportation
 - Evan Hammer, State Library
- Voting was discussed
 - Tammy will review “by law”, and will clarify that all members of the agencies can vote
- Attendance discussion
 - Tammy will take down all comments on attendance and bring back for decision to the Council
- Correct the date in the first paragraph from 2014 to 2016

ITMC Meeting Time Change

- 8:30 – 10:30

Update – Tammy LaVigne

- RFP for the Records Management Project
 - No questions
- MITA Revisions
 - Some revisions in the Montana Information Technology Act
 - Ron Baldwin will discuss in the Finance meeting on September 25th
- Cabinet Updates
 - None

Common Data Elements Technical Standard\Electronic Compatibility and Interchange Standard – Wes Old Coyote

- The Interim standards are to be reviewed and updated over the next calendar year
- Comments received
 - The MT State Library recommended a different reference for the address component using the federal GIS geospatial reference data
 - Using name of “guidance” and “standard” in same document
 - There are several upcoming federal and national standards that are in development that could be added on these standards next year
- Stuart Fuller motioned to accept standards as written and the workgroup will revise and evolve those standards, Dan Chelini seconded. Motion was unanimous.
- Evan Hammer, Stuart Fuller and Wes Old Coyote will start a Standards work group

Biennial Report – Kyle Hilmer

- Biennial Report
 - Biennial Report is due in December
- We include Agency Performance Reports in Biennial Report
 - Due August 22, 2014
 - Discussed the content
 - No questions
- Recruitment and retention
 - SITSD will assist and gather information
 - Small working group from ITMC is needed to develop a Survey Instrument
 - What types of IT questions would we ask, i.e.: do you know your IT turnover rate, your vacancy rate, how many personnel have you lost in the last year or two, the reasons you see you have high turnover or difficulty of hiring, techniques you are using to hire new talent?
- Work group: Ron Baldwin, Chris Bacon, Stuart Fuller, Kim Moog, Tim Bottenfield, Mike Bousliman, FWP and Tammy LaVigne

Multifactor Authentication – Christie McDowell

- To help us secure our network we went ahead with Multifactor Authentication. Worked with SITSD to get started; we have four buildings in Helena along with offices in 56 counties in the state.
 - It was very quick (2 months)
 - We had user manuals created for each fob user
 - First fob is free, second is one-half replacement cost, third is full replacement cost

Email Archive – Larry Krause

- We began the process by writing a policy that stated all personnel had to utilize this, not optional
 - Our technicians went to desktops and inputted the employees data
 - Paid for itself in the first year
 - In 6-8 weeks we were 98% done
- We like the service
 - The ediscovery tools on the backend are great

eGov Managers Group – Larry Krause

- The eGov Managers Group was generated for the purpose of looking at Montana Interactive and since now morphed into a different concept
 - One concept being considered is consultants to assist in reviewing the diversity of agencies pursuing objectives in their own ways and assist to formulate a more cohesive strategy

University of Montana eGov Services Survey – Audrey Hinman

- As part of the Main Street Montana Project, we have contracted with the University of Montana, Bureau of Business and Economic Research
 - Survey will study cost avoidance of eGovernment services
 - Overall business satisfaction with our eGovernment services
 - Survey will focus on identifying how Montana businesses feel about eGovernment services
 - ❖ We will ask them if having state eGovernment services has assisted them economically or not
 - ❖ If they prefer online services vs. traditional methods to interact with the state
 - Overall satisfaction level to gauge if we are meeting their business needs
 - Survey is scheduled to be completed by December 2014
 - We will share findings with legislature during legislative session

Enterprise IT Funding – Tammy LaVigne

- Work group discussed IT Enterprise services that SITSD delivers
 - Issue for work group was revenues not covering expenditures

- The final recommendation was to add a surcharge to select rates that are stable and generally used enterprise wide. The goal is to generate sufficient revenues to reach a 30-day working capital. This would allow the state to take advantage of new technologies; offering services that initially may be risky and/or have unfunded startup costs. The group also endorsed the following:
 - Create a “Restricted Contingent Authority Account” in the OBPP for agencies that would enable agencies that do not have sufficient authority to take advantage of new/existing state IT services within the current biennium
 - The need for an on-going group of IT and Finance professionals that would continue to review enterprise IT services and make recommendations to the ITMC and ITB
- Will post funding chart on the ITMC site
- Thanks to Kim Moog, Lisa Mader and John Daugherty for attending the meeting with Budget Director, Dan Villa

2014 IT Conference – Dan Chelini

- December 8-11, 2014
- \$75 pre-register and \$100. day of conference
- Website will be active on August 31st to register
- If you have any ideas on content, please contact Dan Chelini
- Thanks to Penne Cross and Charlene Geifer for all their efforts
- Larry: Agencies need to give feedback for the conference

New Services

- WebDefend - Sean Rivera
 - Price change and billing unit change on WebDefend - down to \$400 per billing unit per primary domain for FY 2015
 - New environment will be in place on September 15th, and new sites in the beginning of October
- Real Time Communications – Voice (Lync) – Jerry Marks
 - Postponed until September

Member Forum:

- Tammy LaVigne
 - DOA reports to the State Administration and Veterans Affairs Committee on August 5th
 - Education and Local Government Committee meets September 15th & 16th
 - Legislative Finance Committee meet September 25th & 26th

Public Comment:

None

Posted reports:

- Data Protection Initiative – August 2014